## Payroll Service Bureau Operations Calendar

## **March 2017**

Legend

Semi-Monthly Important Dates Bi-Weekly Wage Important Dates

Operations Carendar				
Mon	Tue	Wed	Thu	Fri
		I Semi-Monthly Employee Pay Day	2 Submit February BES Premium Reward Discrepancy Report (PM4405) dated 3/1 required for February Health Care Reconciliation	3
		Bi-Wkly Wage         VRC 2/12 - 2/25           Wage Cert         VDEM 2/3 - 2/16           FCMV 2/8 - 2/21           DoF 2/4 - 2/17           Deadline         VSP/,BOA,TIC 2/5-/2/18           APA 2/6 - 2/19		Bi-Wkly Wage Pay Day APA 2/6 - 2/19  WAGE PAY DAY APA 2/6 - 2/19
6 Semi-monthly Salaried & Wage Payroll Paperwork Deadline 2/25 - 3/9 PMIS Update Deadline 2/25-3/9	Submit BES-Taxable- Incentives Report dated 3/4 (Weight Watchers Reimbursement, etc.) Report dated 3/4 for November - January activity	8	9 Notify PSB of any PMIS Changes affecting 2/25-3/9 Pay	10 Payroll Certification Deadline 2/25-3/9 CIPPS Leave Paperwork Deadline - 2/25-3/9 1st Quarter Pre-Certification of Reportable Items Due
Bi-Wkly DFP 2/16 - 3/1 Wage Paperwork DOE & VITA Deadline 2/13 - 2/26		Bi-Wkly         DFP 2/16 - 3/1           Wage         DOE & VITA Deadline           Deadline         2/13 - 2/26		Bi-Wkly DFP Wage 2/16 - 3/1 Pay Day DOE & VITA
13	14  Distribute 3rd Party Pmt's & Checks to Agencies	15 CIPPS Leave Keying Deadline - 2/25-3/9	Semi-Monthly Employee Pay Day	17
Bi-Wkly VRC 2/26 - 3/11 Wage Paperwork Deadline VRC 2/27 - 3/2  VDEM 2/17 - 3/2  FCMV 2/22 - 3/7  DOF 2/18 - 3/3  VSP/,BOA,TIC 2/19-/3/4  APA 2/20 - 3/5		Bi-Wkly VRC 2/26 - 3/11 Wage FCMV 2/22 - 3/7 Oert Deadline VRC 2/26 - 3/11 VDEM 2/17 - 3/2 FCMV 2/22 - 3/7 DOF 2/18 - 3/3 VSP/BOA,TIC 2/19-/3/4 APA 2/20 - 3/5		Bi-Wkly VDEM 2/17 - 3/2 Wage FCMV 2/22 - 3/7 Pay Day DOF 2/18 - 3/3 VSP/,BOA,TIC 2/19-/3/4 APA 2/20 - 3/5
20	Semi-monthly Salaried & Wage Payroll Paperwork Deadline 3/10 - 3/24	22	23	24 Notify PSB of any PMIS Changes affecting 3/10-3/24 Pay
DFP   3/2 - 3/15   Wage   Paperwork   DOE & VITA   Deadline   2/27 - 3/12	PMIS Update Deadline 3/10-3/24	Bi-Wkly DFP Wage 3/2 - 3/15 Cert DOE & VITA 2/27 - 3/12		Bi-Wkly DFP Wage 3/2 - 3/15 Pay Day DOE & VITA 2/27 - 3/12
Payroll Certification Deadline 3/10-3/24  CIPPS Leave Paperwork Deadline 3/10-3/24	28	29 Distribute 3rd Party Pmt's & Checks to Agencies	30 CIPPS Leave Keying Deadline - 3/10 - 3/24	31 February Healthcare Certification Due  Semi-Monthly Employee Pay Day
VRC   3/12 - 3/25     VDEM   3/3 - 3/16     VAGE   FCMV   3/8 - 3/21     DOF   3/4 - 3/17     VSP/BOA,TIC 3/5-/3/18     APA   3/6 - 3/19		Bi-Wkly VRC 3/12 - 3/25 VDEM 3/3 - 3/16 Wage FCMV 3/8 - 3/21 DoF 3/4 - 3/17 VSP/,BOA,TIC 3/5-/3/18 APA 3/6 - 3/19		Bi-Wkly Wage Pay Day APA 3/6 - 3/12 - 3/25 VDEM 3/3 - 3/16 FCMV 3/8 - 3/21 DOF 3/4 - 3/17 VSP/,BOA,TIC 3/5-/3/18 APA 3/6 - 3/19